



DEFENSE LOGISTICS AGENCY
DEFENSE CONTRACT MANAGEMENT COMMAND
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IN REPLY
REFER TO AQOD

OCT 11 1996

MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT
DISTRICTS

SUBJECT: Early CAS - Lessons Learned from Completed Request For Proposal (RFP)
Reviews

Early CAS continues to be one of DCMC's 10 challenges. Our Early CAS monitoring efforts have included tracking the number of RFP Reviews completed by our Contract Administration Offices (CAOs), and we are pleased to see that the number of RFP Reviews completed each month continues to increase. The number of repeat customers reflects the quality of RFP Reviews being conducted by our CAOs.

We have a reporting mechanism in place for reporting Lessons Learned Highlights for assessing major acquisition strategies. We want to now expand our Lessons Learned reporting to include completed RFP Reviews. We will post these RFP Reviews Lessons Learned to the DCMC Home Page so they will be available to all Early CAS personnel.

RFP Review Lessons Learned to be reported are those with potential applicability to other RFPs (not unique to the particular RFP reviewed), and should contain the following information:

- a. RFP Number and Program.
- b. Description of the RFP issue/language that prompted comments.
- c. Recommended remedy.
- c. Expected benefits.

Please send your RFP Review Lessons Learned to Mr. Dave James, or Mr. Nelson Cahill, Contractor Capability and Proposal Analysis Team (AQOD), by October 31, 1996. Future RFP Review Lessons Learned submissions should be included with the Lessons Learned Highlights reported quarterly in accordance with our memorandum of July 1, 1996, Subject: Lessons Learned Highlights. Mr. James may be reached at (703) 767-3378 or DSN 427-3378. His E-mail address is david_james@hq.dla.mil. Mr. Cahill may be reached at (703) 767-3434 or DSN 427-3434, His E-mail address is nelson_cahill@hq.dla.mil. Lessons Learned may also be faxed to (703) 767-2379 or DSN 427-2379.

ROBERT W. DREWES
Major General, USAF
Commander

